



STATE OF RHODE ISLAND
invites applications for the position of:

STUDENT FINANCIAL ASSISTANT

DEPARTMENT: DEPARTMENT OF TRANSPORTATION

DIVISION: Highway & Bridge Maintenance

OPENING DATE: 10/09/19

CLOSING DATE: Continuous

SALARY: \$14.00 - \$18.00 Hourly

PAY GRADE: 0277H

JOB TYPE: Non-Union (99)

NAME OF BARGAINING UNIT UNION: Non-Union (99)

LOCATION: Headquarters - Lincoln Avenue, Warwick

SCHEDULED WORK DAYS: Academic Year: Appointment will begin immediately and could be extended to May 2020. Part-Time Standard 16.0 hours during Fall, Winter and Spring semester.

HOURS OF WORK

WORK WEEK: Part-Time

JOB NUMBER: 5331-10000-2516

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist in pre-audit documents and/or computer files in connection with requisitions, vendor payments, purchase orders, miscellaneous encumbrances, change orders, adjustment vouchers, employee travel vouchers and reimbursement vouchers in order to determine their accuracy and compliance with federal regulations, state policies and procedures; to pre-audit and/or post financial information to an integrated financial system, after first determining the accuracy and appropriateness of data; to facilitate the processing of financial data, as needed; and to do related work as required.

SUPERVISION RECEIVED: Duties are assigned individually in detail; work is closely supervised.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Highway Maintenance/Claims Unit – to assist with maintaining databases and filing, assist with various projects that arise due to fiscal close, and assist with compiling and formatting data, internal policies and procedures, assist with processing highway claims. To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: Must possess an understanding of basic auditing and accounting principles and practices of an accounting, accounts payable, accounts receivable, purchasing, or financial system of a state agency; a familiarity with spreadsheets, databases, and word

processing computer software; the ability to review, pre-audit and post various types of accounting/financial data; the ability to prepare clear and concise oral and written reports; the ability to establish and maintain effective working relationships with superiors, etc; the ability to establish and maintain effective working relationships; the ability to write effectively and to make oral presentations; and related capacities and abilities.

EDUCATION: Applicants should be at least a second year student, enrolled at an accredited college/university majoring in an accounting, business administration, financial management or related concentration program; a student's academic standing and GPA are judged for placement preference.

SUPPLEMENTAL INFORMATION:

Full time students must attach a current resume detailing their education, work experience and any community involvement, a statement of interest describing career plans and a copy of latest unofficial college academic transcript. If selected, applicant must provide most recent official college transcript. **Graduate students receive \$18.00, hourly.**

AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:

- Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.
- Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).

CRIMINAL CONVICTIONS: Note: All interviewees will be required to complete a Criminal Record Supplemental Questionnaire (CS-14B) at the time of the first interview or anytime thereafter. Conviction is not necessarily a bar to employment. Each case is considered on its individual merits. Per RIGL§ 28-5-6(4), "CONVICTION means, for purposes of this chapter only, any verdict or finding of guilt after a criminal trial or any plea of guilty or nolo contendere to a criminal charge."

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.apply.ri.gov>

Position #5331-10000-2516
STUDENT FINANCIAL ASSISTANT
CW

One Capitol Hill
Providence, RI 02908

questions@hr.ri.gov

STUDENT FINANCIAL ASSISTANT Supplemental Questionnaire

- * 1. Are you currently enrolled full-time in an academic program at a four-year college or university?
☐ Yes ☐ No

- * 2. What is your last semester's cumulative grade point average?

- * 3. What academic year/class level are you currently enrolled in?
 - ☐ High School/Vocational Technical School
 - ☐ Freshman-Junior College
 - ☐ Sophomore - Junior College
 - ☐ Junior
 - ☐ Senior
- * Required Question